

EAST END DISTRICT
Regular Meeting of the Board of Directors
January 23, 2020

The Board of Directors (the “Board”) of the East End District (the “District” or “EED”) met in regular session, open to the public, at 3211 Harrisburg, Houston, Texas, on Thursday, January 23, 2020, at 3:30 p.m. The roll was called for the members of the Board, to-wit:

Position 1	Ann Taylor	
Position 2	Blanca Blanco	Assistant Secretary
Position 3	Stephen Quezada	Treasurer
Position 4	William McConnell	Chair
Position 5	Domenic Laurenzo	
Position 6	Joe Meppelink	Vice Chair
Position 7	Erin Dyer	
Position 8	Jose Valdez	
Position 9	Devin Licata	
Position 10	Vacant	
Position 11	Taryn Sims	Secretary
Position 12	Elliot Barner	
Position 13	Vacant	
Position 14	Marjorie Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Directors Blanca Blanco, Stephen Quezada, and Erin Dyer, thereby establishing a quorum.

Also present during all or part of the meeting were Veronica Chapa Gorczynski, the District’s President; Martin Chavez, the District’s Director of Constituent Services; Dan Joyce, the District’s Director of Marketing & Communications; Eva Quiroz, the District’s Administrative Services Manager; Roy Rodriguez, the District’s Farmers’ Market Manager; Patrick Ezzell and Mike Pitman of Coastal Builders (“CB”); Justine Townsend of Your Part-Time Controller, LLC; Sergeant Maldonado of Harris County Precinct 6 (“Precinct 6”); Joaquin Martinez of Council Member Gallegos’s Office; and Joel Cleveland and Olivia Galvan of Jeanne H. McDonald PC.

Item 1. Receive Public Comments in accordance with adopted procedures.

There were no public comments.

Item 2. Assessments. Receive report on collection of assessments and authorize appropriate action.

Ms. Justine Townsend, of Your-Part Time Controller, LLC, presented the Assessment report. She reported that the District’s 2019 assessments were 21% collected as of December 31, 2019. No action was necessary.

Item 7. Security Report. Receive a security report related to Precinct 6 Security contract.

This item was taken out of order. Sergeant Maldonado of Precinct 6 reported on crime in the District and presented annual statistics for the District. No action was necessary.

At 3:33 p.m. Devin Licata and Elliot Barner entered the meeting.

Item 3. Appointment of Directors. Declare vacancies, if appropriate; appoint directors, if appropriate.

President Gorczynski stated that Ms. Susan Sahwani-Garcia had been statutorily resigned from the Board due to missing three consecutive Board meetings. She then asked the Board to consider reappointing Ms. Sahwani-Garcia to the Board for the remainder of the unexpired term in Board Position 15. After discussion, Devin Licata moved to reappoint Ms. Sahwani-Garcia to Board Position 15 for the remainder of the position's unexpired term. Marjorie Pena seconded the motion, which passed unanimously.

Item 4. Appointment of Committee Members. Declare vacancies, if appropriate; and appoint directors to Committees, if appropriate.

The Board considered appointing directors to the Building Committee. President Gorczynski reported that due to recent resignations the Building committee currently consists of two directors and recommended that the Board consider appointing additional directors. After discussion, Chair William McConnell appointed Susan Sahwani-Garcia to serve on the Building Committee.

At 3:37 p.m. Ann Taylor entered the meeting.

Item 5. Appointment of Directors to East End Improvement Corporation. Declare vacancies, if appropriate and appoint directors to the East End Improvement Corporation, if appropriate.

At 3:38 p.m. Vice Chairman Joe Meppelink entered the meeting.

The Board considered appointing directors to the East End Improvement Corporation ("EEIC"). President Gorczynski explained that the District is responsible for appointing EEIC board members and that Yolanda Alvarado's term ends in February 2020. She then acknowledged Ms. Alvarado's service to the EEIC and recommended that she be reappointed for a new four-year term. After discussion Jose Valdez moved to reappoint Yolanda Alvarado to the EEIC board for a new four-year term. Domenic Laurenzo seconded the motion, which passed unanimously, with the exception of Elliot Barner, who abstained.

Item 6. Minutes. Approve minutes of previous Board meeting(s).

Jose Valdez moved to approve the minutes of the November 21, 2019, regular Board meeting, as presented. Ann Taylor seconded the motion, which passed unanimously.

Item 8. Financial Reports. Receive and approve the Treasurer's reports on revenues and expenditures, the investment report and the Finance Committee report, and authorize appropriate action.

Ms. Townsend presented and reviewed the monthly Financial Reports for December 31, 2020; the District's investment report for December 2019; and the Leverage Log of Match, Grants and In-Kind Funds 2019 – 2020 (collectively, the "Reports"). Action was taken below.

Ms. Gorczynski then acknowledged the efforts of Finance Committee members Devin Licata and Jose Valdez in connection with the preparation of the District's annual financial report. No action was necessary.

After discussion, Jose Valdez moved to approve the Reports, as presented. Devin Licata seconded the motion, which passed unanimously.

Item 9. Security Agreement with East End Improvement Corporation. Review and consider approval of Amendment 13 to Reimbursement Agreement for Security Services with the East End Improvement Corporation regarding the provision of security services by Harris County Constable, Precinct 6.

President Gorczynski requested that the Board approve Amendment No. 13 to the Reimbursement Agreement for Security Services between the District and the EEIC ("Amendment 13"). Mr. Chavez then explained that the amendment is being made to change the payment dates for services provided in 2020, and add an additional deputy to address gaps in the District's current coverage. He noted that it will be effective as of March 1, 2020. Mr. Cleveland also stated that Harris County is increasing its rates by 4.9%. After discussion, Domenic Laurenzo moved to approve Amendment No. 13 to the Reimbursement Agreement for Security Services between the District and the EEIC. Ann Taylor seconded the motion, which passed unanimously, except for Elliot Barner, who abstained.

Item 10. Warehouse Lease. Review information and consider renewal of lease for warehouse space on 3103 Harrisburg from Space City Credit Union.

President Gorczynski presented and reviewed for the Board's consideration a lease (renewal) for 5,000 square feet of warehouse space at 3103 Harrisburg from Space City Credit Union ("Space City"). She reported that the lease reflects an increase from \$3.50 per square foot to \$4.50 per square foot. Ms. Townsend then reported that the District projected an increase to \$4.08 per square foot when budgeting and an anticipated annualized budget variance will be \$1,389 for the current fiscal year. She then suggested that the Board utilize the District's Contingency Fund to offset the budget variance, if savings by other means cannot be secured. President Gorczynski also reported that three other available warehouse options were evaluated, however none were willing to offer a 90-day penalty free lease cancellation option or provided drive-in capabilities necessary for the District's equipment. After discussion, Elliot Barner moved to approve the 60-month lease with Space City for warehouse space at 3103 Harrisburg. Vice Chairman Joe Meppelink seconded the motion, which passed unanimously.

Item 11. Purchase of Pedestrian Light Fixtures and Related Hardware. Review and consider information regarding purchase of pedestrian fixtures and related hardware for installation in District maintained right-of-way and approve purchase, as appropriate.

Mr. Chavez presented and reviewed for the Board's consideration a memorandum concerning the purchase of seven new pedestrian light fixtures and related hardware (the "Light Fixtures"). He recommended that the Board approve an estimated expenditure of \$17,734 for purchase of the Light Fixtures, and he noted that that the expenditure is budgeted. After discussion, Vice Chairman Joe Meppelink moved to approve an expenditure in the amount of \$17,734 for Light Fixtures. Ann Taylor seconded the motion, which passed unanimously.

Item 12. President's Report – District Overview. Receive the President's report on the following District programs and authorize appropriate action:

a. Security and Public Safety:

1. Graffiti abatement program

Mr. Chavez reviewed the monthly graffiti report for the District. No action was necessary.

2. Law Enforcement Coordination Team meeting

Mr. Chavez provided an update from the monthly Law Enforcement Coordination Team meeting for the District. No action was necessary.

b. Visual and Infrastructure Improvements:

1. Right of way clean-up, litter pick-up, tire removal, dump site clean-up, and street lamp repair

Mr. Chavez presented a report for services performed by the District's litter, right of way and special projects crew. No action was necessary.

2. Report on the Roundabout

Mr. Ezzell conducted a presentation on the impact of the District's economic development strategies and provided an update on the District's outstanding projects. He then noted that new stormwater detention regulations have increased the cost of the Navigation-Jensen Roundabout project, resulting in a \$600,000 shortfall. He stated that other funding sources are currently being pursued and that the District will be asked to contribute additional \$100,000. After discussion, no action was necessary.

3. Report on 5310 Sidewalk Grant

There was no additional report.

4. Report on Lockwood Garage

Mr. Ezzell reported that the requests for proposals process is proceeding. No action was necessary.

5. Report on UP CDC

Mr. Ezzell reported that the funding for the East End Maker Hub has been secured, including a \$24 million grant from the U.S. Department of Housing and Urban Development as approved by City Council. He then showed a video demonstrating what the project will bring and mean to the area. No action was necessary.

6. Report on Farmers Market

Mr. Rodriguez reported on the activities and events associated with the Farmers' Market. No action was necessary.

c. **Marketing & Perception.** Receive report on marketing activities.

Mr. Joyce reported on analytics regarding the District's social media platforms. He also presented regarding the District's outreach efforts during December 2019 and January 2020. No action was necessary.

d. **Cultural District.** Receive report on the Cultural District.

This item was tabled.

e. **East End Improvement Corporation.** Receive report on EEIC activity.

This item was not discussed.

Item 1. Receive Public Comments in accordance with adopted procedures.

This item was revisited. Ann Taylor then announced her resignation from the Board as she is moving to Austin, Texas.

Item 15. Executive Session, if Necessary. Convene executive session to discuss: (a) pending or contemplated litigation or to consult with the attorney in accordance with Section 551.071 of the Texas Government Code; (b) acquisition of real property in accordance with Section 551.072 of the Texas Government Code; (c) personnel matters in accordance with Section 551.074 of the Texas Government Code; (d) to receive information from or question employees in accordance with Section 551.075 of the Texas Government Code; employees; (e) deployment of security

personnel or devices or a security audit in accordance with Section 551.076 of the Texas Government Code; or (f) economic development negotiations or offers of financial incentives for economic development in accordance with Section 551.087 of the Texas Government Code.

Item 16. Reconvene in Open Session. Reconvene in public session to consider authorizing District staff and consultants to take any action necessary with respect to (a) pending or contemplated litigation or attorney advice; (b) acquisition of real property; (c) personnel matters; (d) receiving information from or questioning employees; (e) economic development negotiations or offers of financial incentives; (f) deployment of security personnel or devices or a security audit; and (g) any other matters relative to any of these matters which was discussed in Executive Session.

Item 17. Adjourn.

There being no further business, the meeting was then adjourned at 4:57 p.m.



Blanca E. Blanco
East End District